



# HOUSE *of* REPRESENTATIVES

## STATE OF MICHIGAN

ANDERSON HOUSE OFFICE BUILDING

124 NORTH CAPITOL AVENUE, 10 SOUTH HOB LANSING, MICHIGAN 48933

TEL (517) 373-6339 [HOUSE.MI.GOV](http://HOUSE.MI.GOV)

### **Job Title**

Accounting Assistant

### **Job Type**

Full Time, Monday-Friday, Normal Business Hours

Onsite, Lansing

### **Salary**

\$40,000-55,000

The House offers a comprehensive benefits package

### **General Summary**

This is an onsite, at-will, non-partisan position. The Accounting Assistant under the direct supervision of the Financial Operations Director, operates within predetermined guidelines issued by the Speaker of the House and in accordance with generally accepted accounting principles (GAAP), and the Governmental Accounting Standards Board (GASB).

This individual performs various financial processes including accounts payable, member and employee reimbursements, and account reconciliations. The Accounting Assistant collaborates cross-functionally on the performance of financial systems and processes. This position assists the Finance Department with administrative work and special projects as assigned.

### **Responsibilities**

- Provides excellent customer service to all individuals needing access to Financial Operations and other nonpartisan services. Maintains department contact list, triages customer requests, and assists with department responses and tracking
- Processes vendor payments and controls expenses by verifying against receiving transactions and resolving any purchase order, contract, or invoice discrepancies; ensures credit is received for all outstanding vendor credit memos; works closely with vendors and buyer to resolve outstanding invoice questions and reconcile monthly statements
- Processes member and employee reimbursements and verifies compliance with House policy and guidelines
- Reconciles daily cash receipts. Assists with deposits as needed
- Assists team members with vendor relations and vendor onboarding. Assists with subscription and publication renewals.
- Assists with monthly accounting entries
- Manages scanned financial records and electronic filing. Prepares documents for digital signature and assists team members needed
- Manages Financial Operations central files and document organization, prepares file folders, files documents, scans documents, and assists the with off-site Record Center activity

### **Knowledge, Skills, and Abilities**

- Excellent accuracy and attention to detail

- Excellent verbal and written communication skills
- Knowledge of accounts payable/general ledger systems and procedures
- Knowledge of basic accounting principles
- Excellent computer skills to include proficiency with Adobe Pro and Microsoft Outlook, Word, and Excel
- Ability to interact effectively with elected officials and employees of every level and diverse geographic and cultural backgrounds
- Ability to maintain favorable public relations, while maintaining confidentiality, in a nonpartisan and professional manner

### **Qualifications**

- Bachelor's degree preferred
- Two years or more administrative experience in an office setting required
- Two years or more accounts payable and/or bookkeeping experience preferred
- Other combinations of education and experience evaluated on an individual basis

### **Application Deadline**

July 23, 2024

### **Submission of Application**

Qualified applicants should send cover letter and resume to:

Michigan House of Representatives  
Human Resources  
P.O. Box 30014  
Lansing, MI 48909-7514

or email: [HumanResources@house.mi.gov](mailto:HumanResources@house.mi.gov)

All Michigan House of Representatives employees have a non-tenured, "at will" employment status. It is the policy of the House of Representatives to employ, by the Constitution and applicable federal or state statutes, qualified individuals without regard to religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, disability or any other categories or groups protected by law. If an accommodation is needed during the application process, please contact the House Human Resources Office at (517) 373-3069. An individual needing accommodations must notify the employer in writing, within 182 days after the need is known. Persons denied equal opportunity based on these conditions may file a complaint with the Michigan Civil Rights Commission.